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MEMORANDUM FOR: Chairman, CORE Working Group

FROM: 

Deputy Director of Training and Education

SUBJECT: Responses to CORE Inquiries

Herewith are two attachments. Attachment A describes the savings incurred by OTE since FY-78, an arbitrary cut-off date for information. Attachment B describes the benefits that will occur by making capital investments now.

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Attachments:
As Stated

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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OTE

SECRETATTACHMENT AOTE Savings Since FY 1978*the June 81*

(OTE has estimated a savings of \$2,095,280 since FY 78
as reflected by the information outlined below)

OFFICE OF TRAINING & DEVELOPMENTAgency Off-Campus Program

The Program has offered a number of area studies courses for training requirements within several directorates as an alternative to the expensive external area programs. A total of 188 Agency employees completed these courses at a cost savings of approximately \$109,222.

\$109,222

External Training

The Training Support Division, via its screening process under Title 5, has either detailed some requests for internal courses or disapproved these requests, for a total savings of \$91,000.

\$ 91,000

External Training--In-house Runnings

The Training Support Division has arranged and/or administered three runnings of the Nuclear Weapons Advanced Course usually given at the Interservice Nuclear Weapons School, Kirtland AFB, New Mexico; two runnings of the Army's General Transportation of Hazardous Materials course usually given at DARCOM Headquarters at Savanna, Illinois; and one running of NACSOM 5100 course usually given at Lackland AFB, Texas. For the Nuclear course, students were trained for a savings of \$102,960, to both the Agency and the

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Intelligence Community. For the DARCOM course, 77 students were trained for a savings of \$55,255. For the NACSOM running, 9 students were trained for a savings of \$6,470. Total savings of \$164,685.

\$164,685

Management Training

Management and Administrative Training picked up one-week management training of Midcareerists eliminating the requirement for a contract with AMA of \$6,000. Savings of \$18,000.

\$ 18,000 ✓

~~Remodeling Postponement~~

~~Postponed remodeling of Management and Administrative Training area to await a staff relocation to other quarters. Savings of \$10,000.~~

~~\$ 10,000~~~~Counseling Course~~

~~Two of nine runnings of the Counseling Course have been moved to the Chamber of Commerce Building thereby eliminating travel and other overhead costs for 20 people including three instructors for residential training [] Savings of \$2,000.~~

~~\$ 2,000~~Intelligence Training

The Defense Industries Course and the Industrial Training Course have been discontinued for a savings of \$35,000, plus staff.

\$ 35,000 ✓

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SECRETTravel Reimbursement

The requirement for 3-person carpools to qualify for reimbursement has reduced travel payment to staff and trainees during the past year of approximately \$12,500.

\$ 12,500

Use of Less Expensive Television Cameras

Television cameras are generally the most expensive item in OTE's production inventory. The \$42,000.00 RCA camera was recently switched to a very serviceable \$7,000.00 JVC camera. The RCA camera is being utilized A recent purchase resulted in a savings of \$36,000.

\$ 36,000

Consolidation of OTE and OTD Television Facilities

The sharing of equipment and personnel by these two units has provided better quality productions. If similar facilities were established at both locations (CofC Building) it would have cost an additional \$150,000.

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\$150,000

Conversion to Videotape From Film for Media PresentationsProduced In-House

An individual film presentation ranged in cost from \$75,000 to as much as \$150,000. Videotape presentations cost \$25.00 per 60-minute cassette, and as a rule only one cassette is used per presentation. Talent and technical crews are salaried Agency employees. Each production may range from 18 to 331 man-hours.

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Since 1978, OTE has produced or has in process 18 videotape productions. Total cost, excluding man-hours is under \$500. The production of 4 films during a 4-year period would have cost approximately \$300,000.

\$299,500

Computerization of Training Records

*to be
used*
Computerization of LS training records has permitted a much more timely response to report preparation and to ad hoc requests for language statistics. The savings here relate to the man-hour costs used in manually gathering statistical data (approximately \$616 now vs. \$5,000 previously). The Annual Language Development Committee Report was prepared for \$4,000 as opposed to \$6800 in 1980, a savings of \$2800.

\$ 7,184

Savings Through ROPE Testing

Language School now pouches Recorded Oral Proficiency Exams (ROPE) to individuals requesting language testing. There were 535 ROPEs requested. If Language School instructors were sent to testing sites, their travel time and per diem would be considerable. The savings on this activity is \$26,792.

\$ 26,792

PDP Computer

The installation of the PDP computer has resulted in savings for OTE. Previously this work had to be handled on a contract basis. The net savings (after the investment) for the last two-year period would be about \$25,000. Savings will continue to

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accrue since the software utilization period extends beyond the period under consideration.

\$ 25,000 ✓

Items Received From Government Disposal Depot

25X1 Various items from government disposal depot were received at no cost [] The items include trucks, generators, forklifts, road graders, typewriters, calculators, TV console, etc., which mean cost factors are considerable if we had to buy the items amounting to a total of \$465,397.

\$465,397 ✓

CTTC Vehicles

25X1 A total of 1,051 vehicles have been received. At a conservative cost estimate of \$800 per car, there is a savings of \$340,800. In the initial stages of obtaining cars, \$2,500 was received to purchase cars as a test case. Three cars were bought and it was thus felt that obtaining cars as is presently done would be more cost effective.

\$340,800 ✓

[] TV Production Studio

25X1 By using [] TV production studio, considerable costs are saved when compared with costs for commercial TV contracts. An example would be a \$37,000 production [] which would have cost 25X1 approximately \$150,000 on outside contract.

\$113,000 ✓

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SECRET25X1 Energy Conservation Program

~~S.~~ The energy conservation program will amortize in excess of \$100,000 during the next four years. Program includes storm windows, heat pumps, attic installation and vinyl siding. The expenditure of \$187,000 for 85 heat pumps installed in certain buildings at an installed unit cost of \$2,200 would amortize over an estimated 4 1/2 years based on present cost factors for fuel, electricity, etc.

\$100,000

~~B.~~ The use of vinyl siding compared with installation hard-board is a major energy conservation factor. Additionally, this cost for the siding will amortize in 4-6 years as it relates to the cost of painting and other maintenance requirements. An example would be a \$2,200 expense for vinyl siding of a house as opposed to \$800 cost for painting approximately every two years.

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Refurbished

\$ 2,200

~~E.~~ By the use of an outside labor contract and on-hand materials and supplies we refurbished one of rather than demolish it as was contemplated. The cost to redo the house was \$10,000 for a labor contract plus \$8,000 in government furnished materials which will amortize in approximately 4 years based on rental charges. The cost of a newly constructed house is estimated at \$85-90,000.

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\$ 72,000

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SECRETInstallation of Xerox

With the use of a newly installed Xerox 9400 in place of an ABDICK 1500 copy machine, we expect to realize over a three year period savings of \$15,000 to \$20,000 due to a reduction in over-time for the operators and the use of one type of supplies (Xerox) and machine in place of two types of supplies being purchased.

\$ 15,000

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